

The NATIONAL FRATERNITY of the SECULAR FRANCISCAN ORDER - USA

Office of the Treasurer

TRAVELER'S GUIDELINES - POLICY ON REIMBURSEMENT OF TRAVEL RELATED EXPENSES

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#### A. Meals in transit.

1. Reimburse: actual reasonable expense, including taxes and tips.
2. Receipts required, where available.
3. Not to exceed IRS CONUS "low cost locality" allowance, currently \$34 per diem.  
Allowance allocated: breakfast, 25%; lunch, 25%; dinner, 50%; (\$8.50, \$8.50, & \$17).

#### B. Lodging in transit.

1. Reimburse: actual reasonable expense, including tax.
2. Receipt required, where available.
3. Not to exceed IRS CONUS "low cost locality" allowance, currently \$81 per diem.

#### C. Travel by personal automobile.

1. Reimburse: IRS "standard mileage rate", currently \$.345 per mile.
2. Details required - see "Mileage Detail Sheet".
3. Not to exceed reasonable airfare.

#### D. Airfare.

1. Reimburse: actual coach fare paid (ask travel agent for most reasonable fares available at the various airlines).
2. Receipt and itinerary required. A stay over Saturday night is our usual requirement in order to get the lowest airfare available.
3. Not to exceed standard mileage rate for any destination not exceeding four hours driving time (per AAA guidelines).

#### E. Train and long distance bus.

1. Reimburse: actual reasonable fare paid.
2. Receipt required.
3. Not to exceed reasonable airfare.

#### F. Taxi, subway, short distance bus.

1. Reimburse: actual fare paid, plus reasonable tip where necessary.
2. Receipt required where available.

#### G. Miscellaneous. Reimburse: actual reasonable expense incurred.

1. Other tips (e.g., baggage handling).
2. Airport parking (use "long term parking", it's cheaper).